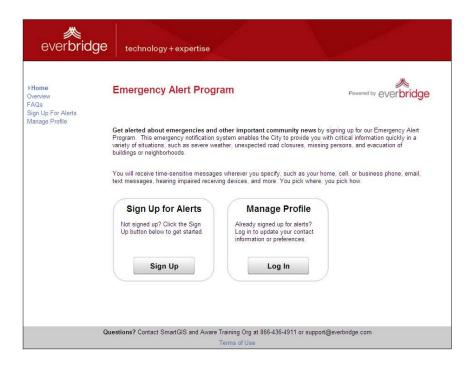
# Citizen Alert Sign-Up Instructions – Opt-In

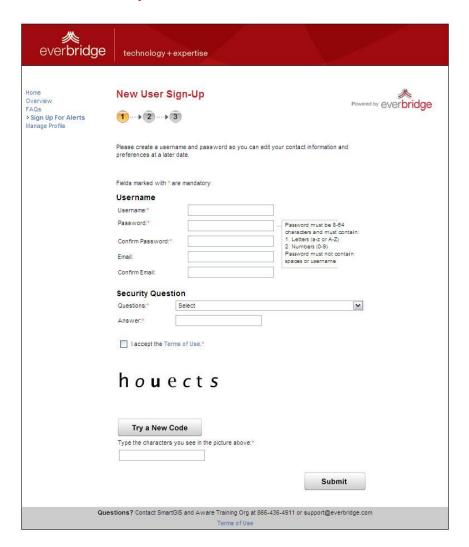
Go to Bartholomew County/City of Columbus site.

Click on "Sign Up" button to add your information to this notification system.



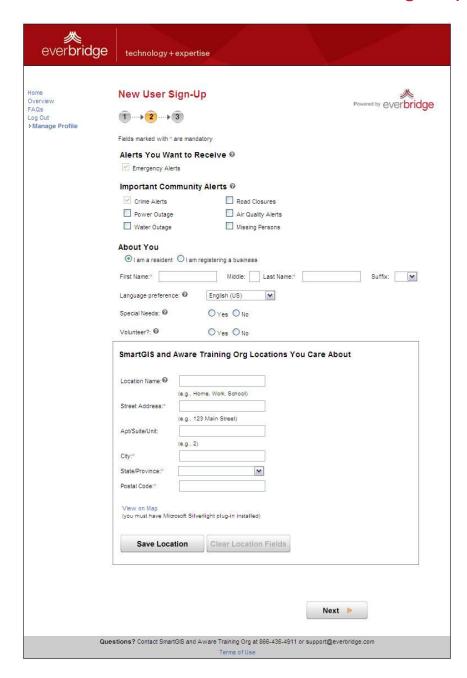
#### You will be asked to create an account.

- Create your user name and password (Password must be 8-64 characters and must contain letters (a-z or A-Z) and numbers (0-9), password must not contain spaces or username.
- · Select a security question and enter its answer
- Accept the Terms of Use by checking the box.
- Complete the visual or audio CAPTCHA and click "Submit".





# Citizen Alert Sign-Up Instructions – Opt-In



#### By Default you will be signed up for Emergency Alerts.

Emergency Alerts are imminent or potential threats to life and/or property. Emergencies may include but are not limited to severe weather, floods, wildfires, natural gas leaks, missing person alerts, and police activity that requires you to evacuate or to take shelter.

#### Select the Community Alerts you will like to receive.

Community Alerts are non-emergency alerts or information bulletins. You can subscribe to an alert by clicking in the box next to the alert name. You can unsubscribe at any time.

#### You can register as a resident or business

Enter your name and last name and company name if registering a business.

## Select your Language preference

This is the primary language spoken at home. However, notifications may not be sent in this language.

#### Select your Special Needs if applicable

Special needs are concerns for yourself or other members of your household that you want to share with us.

### **Select your Volunteer Options**

Volunteer options are special skills you or others in your household may possess that may be of interest to us in the event of an alert.

## **Enter any Locations you care about**

We send alerts based on a geographical location on a map. Insert up to 5 addresses for which you want to receive an alert if the location is affected by an incident or upcoming event.

**IMPORTANT** - If the address you provided is not in our database of known addresses for our jurisdiction, you will be presented with other options to add your address into this system, including: selection from a list of suggested address, enter your latitude-longitude, or dropping a pin to select your location on the map (Microsoft Silverlight plug-in is required). If you do not use one of these options, you will not be contacted until your address added has been verified.

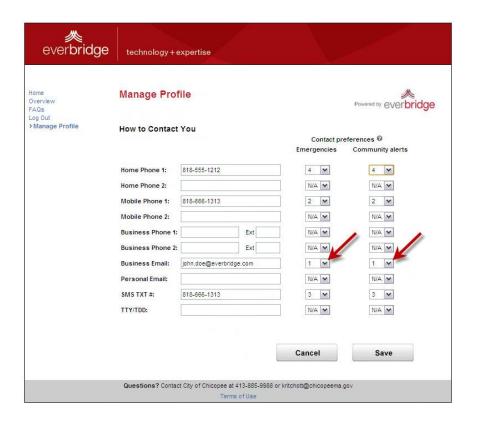
Click on the "**Next**" button in the lower right corner to add your contact information.



# Citizen Alert Sign-Up Instructions – Opt-In

Enter the contact information and set the order of priority in which you want to be contacted in the event of an alert.

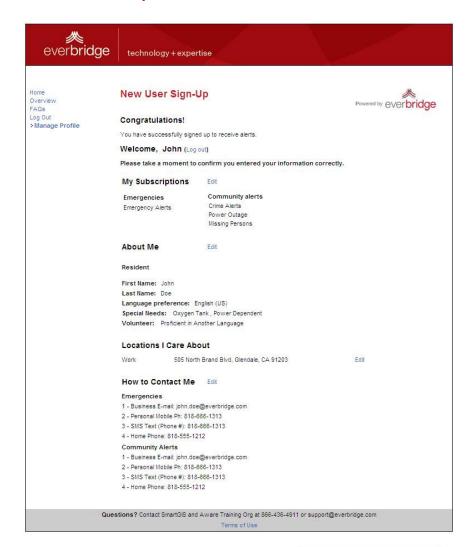
IMPORTANT - Once you provide your phone numbers and email in step #3, you MUST enter contact preferences in order to receive emergency and/or community alerts.



Verify you entered your contact information and set the priorities correctly and click "Save".

Congratulations! You have successfully signed up.





If you no longer wish to receive alerts from the county, go to:

Bartholomew County/City of Columbus

Login using your account information and select "**Delete my Profile**" from the My Shortcuts menu.

# My Shortcuts

Change my subscriptions
Update my personal info
Update my locations
Update my contact info
Change my password
Change my email
Change my security

Delete my profile